Records Management Training FY21

1. Introduction

Records Management is central to EPA's mission to protect human health and the environment and to provide trusted scientific information to the public. Records management starts with each one of us and the records we create and receive.

That's why it's important for everyone at the Agency to understand and practice good records management.

This course is an overview of basic records management concepts and responsibilities for all EPA staff, which includes federal employees, contractors, interns, grantees, volunteers and others that create, receive, access, or use Federal records on behalf of the agency.

"Hello, My name is John Ellis, and I am the Agency's Records Officer.

On behalf of the National Records Management Program in the Office of Mission Support, I'd like to welcome you to the 2021 Annual Records Management Training.

Wherever you work in the Agency and whatever you do, records management lies at the heart of EPA's ability to protect human health and the environment of the American people. Every single one of us plays a part in records management because we all create, receive or manage records. That's why this training is so important. I hope you find it informative and useful.

Thank you for all YOU do for EPA and for your support for records management. As always, your Records Liaison Officer, as well as my colleagues and I in the National Records Management Program, are here to help you. Please don't hesitate to reach out to us if you have any Records Management Questions.

You can reach our Records helpdesk at 202-566-1494 or you can reach us by email at Records@epa.gov.

Thank you."

2. *Course Objectives*

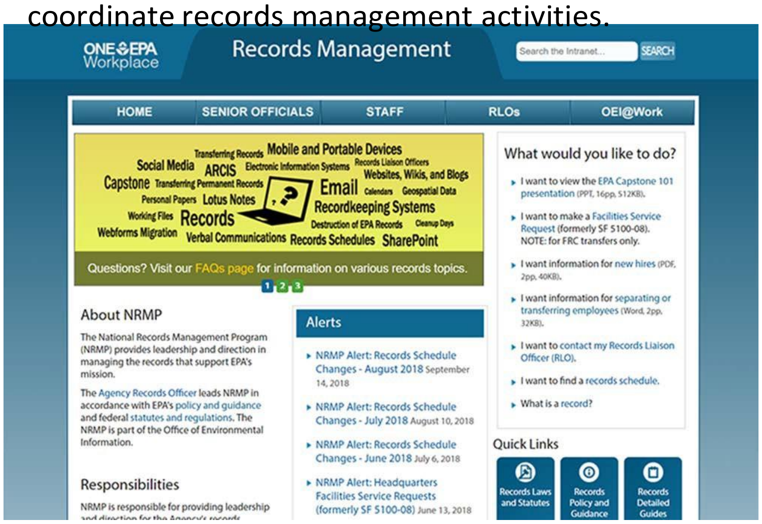
- Where can you get help with records management?
- Why is records management important for you in your job?
- What are your records management responsibilities?
- What is a record? What are non-records and personal papers?
- What is the records lifecycle, a records schedule, and a file plan?
- Are electronic messages records?
- How do you manage Web records, social media, mobile devices and text and email messages?
- How do you capture electronic records using Capstone, and the EZ Email and EZ Desktop applications?
- And where can additional information on records management be found?

To receive credit for this training you must complete the 10 question quiz. *After completing the course, for more information on Records* Management, please visit https://usepa.sharepoint.com/sites/oei/ermd/nrmp.

3. *The National Records Management Program (NRMP)*

EPA's NRMP, in the Office of Mission Support (OMS), Office of Enterprise Information Programs (OEIP) leads the Agency's records management program and provides guidance and support. Records Liaison Officers (RLOs) are assigned to each Program and Region to coordinate records management activities.

NRMP's home page is a helpful tool for anyone with questions about records management and is the best way to learn about your records management responsibilities. It contains records guidance, FAQs, tools, current information such as records alerts, links, and other resources. A link to the Help Desk is located in the lower right corner and a handy guide for staff is located on the top right side. Under "Quick Links" you will find buttons that will take you to specific EPA topics in records management.


ONE EPA Workplace
Records Management
Search the Intranet...
SEARCH
HOME
SENIOR OFFICIALS
STAFF
RLOs
OEI@Work
Transferring Records
Mobile and Portable Devices
Social Media
ARCIS
Electronic Information Systems
Records Liaison Officers
Websites, Wikis, and Blogs
Capstone
Transferring Permanent Records
Email
Calendars
Geospatial Data
Personal Papers
Lotus Notes
Recordkeeping Systems
Working Files
Records
Destruction of EPA Records
Cleanup Days
Webforms Migration
Verbal Communications
Records Schedules
SharePoint
1 2 3
Quick Links
Records Laws and Statutes
Records Policy and Guidance
Records Detailed Guides

Questions? Visit our FAQs page for information on various records topics.

About NRMP

The National Records Management Program (NRMP) provides leadership and direction in managing the records that support EPA's mission.

The Agency Records Officer leads NRMP in accordance with EPA's policy and guidance and federal statutes and regulations. The NRMP is part of the Office of Environmental Information.

Responsibilities

NRMP is responsible for providing leadership

Alerts

- NRMP Alert: Records Schedule Changes - August 2018 September 14, 2018
- NRMP Alert: Records Schedule Changes - July 2018 August 10, 2018
- NRMP Alert: Records Schedule Changes - June 2018 July 6, 2018
- NRMP Alert: Headquarters Facilities Service Requests (formerly SF 5100-08) June 13, 2018

What would you like to do?

- I want to view the EPA Capstone 101 presentation (PPT, 16pp, 512KB).
- I want to make a Facilities Service Request (formerly SF 5100-08). NOTE: for FRC transfers only.
- I want information for new hires (PDF, 2pp, 40KB).
- I want information for separating or transferring employees (Word, 2pp, 32KB).
- I want to contact my Records Liaison Officer (RLO).
- I want to find a records schedule.
- What is a record?

NRMP Help Desk: records@epa.gov
202-566-1494, 8am to 5pm Eastern Time.

4. *Why is Records Management Important?*

While key to accomplishing EPA's mission, good records management ensures that you can also:

- Identify the records needed to document your work;
- Minimize duplication of records;
- Decrease the costs associated with the storage of records;
- Keep records accessible to all those who need to use them;
- Eliminate time spent trying to find lost or misfiled records;
- Protect essential records and information in the event of an emergency or disaster, such as a fire, flood or tornado; and
- Retrieve records quickly and efficiently to respond to Freedom of Information Act (FOIA) requests, litigation-related requests, or congressional requests.

5. *What Are Your Records Management Responsibilities?*

As an EPA employee, Contractor, Intern or grantee you are responsible for:

- Creating and managing the records necessary to document the Agency's official activities and actions, in accordance with EPA recordkeeping requirements;
- Destroying records only in accordance with approved records schedules and when the records have been cleared from all other preservation requirements;
- Maintaining personal papers and non-record materials separately from official EPA records;
- Filing records for safe storage and efficient retrieval, should they be subject to an Information request;
- Ensuring records that are subject to a litigation hold are identified and preserved.

6. *What are your Records Management Responsibilities? (continued)*

- Completing EPA Form 3110 49 – *EPA Records Management Checklist for Separating and Transferring or Separated Personnel* and transferring all paper and electronic records to management or a designee prior to a transfer to another position within EPA or separation from the Agency;

- Not removing records or other work material without prior approval. There may be criminal penalties for unauthorized removal or destruction of records;

- Completing EPA's Annual Mandatory Records Management Training

Note: EPA employees and contractors do not maintain any personal ownership over the records they create or receive on behalf of the EPA and are merely custodians of the records on behalf of the federal government.

7. EPA's Transition to Electronic Records

The National Archives and Records Administration (NARA) guides the records program for the federal government. All federal agencies are mandated by NARA and OMB's Memorandum for Heads of Executive Departments and Agencies, M 19-21, Transition to Electronic Records, to transit on business processes and recordkeeping practices to fully electronic environments. Every EPA staff member must prepare for the eventual exclusion of paper formats in our daily operations.

There are three specific targets in M-19-21 driving federal agencies' need to digitize records. By December 31, 2022 Federal agencies will:

- Manage all permanent records in an electronic format, to the fullest extent possible, with appropriate metadata, for eventual transfer to NARA.
- Manage all temporary records in an electronic format or store them in an approved commercial records storage facility.
- And, after December 31, 2022, NARA will no longer accept new transfers of permanent or temporary analog (paper) records to the fullest extent possible.

8. EPA's Transition to Electronic Records

To help federal agencies meet these targets, NARA published Digitization Standards at 36 CFR 1236 Subpart D - *Digitizing Temporary Federal Records*. The standards include minimum requirements for digitizing temporary records and ensuring that the digitized version of the records capture all of the Information In the original source records, they can be used for the same purposes and for the same retention period.

Click here to read 36 CFR Section 1236.30, *Requirements for digitizing temporary records.*

Additionally, Section 1236.34 requires Agencies to follow an approved validation process before destroying the original source records.

9. EPA's Transition to Electronic Records

As a result of M-19 21, EPA must take steps to identify and change business processes to fully electronic formats.

You can assist by:

- Identifying paper processes still utilized by your program and promoting the change to electronic environments
- Digitizing current paper records that must be accessed and used by multiple parties in multiple locations
- Validating the Digitization Process
- Using electronic signature technology instead of wet ink
- Requiring external submitters and partners to submit information electronically
- Eliminating the use of paper, to the fullest extent possible

For FAQs about e-Signature, please visit: https://usepa.sharepoint.com/sites/oei/ermd/nrmp/SitePages/faqs/electronic-signatures.aspx

Click here to read more about M-19-21

10. What is a Record? General Definition

A record:

- Is created in the course of business

- Is received for action

- Is needed to document your activities and decisions and supports financial obligations and legal claims

- Communicates EPA requirements or guidance

- Exists In any format (paper or electronic)

11. What is a Record? Created in the Course of Business

Was it created in the course of business?

- Memos/emails outlining work accomplishments or giving directions
- Documentation about project or program activities
- Documentation of activities with organizations, both in and outside EPA
- EPA contract, grant, acquisition and other related financial documents
- Sampling and analytical data files

12. What is a Record? Received for Action

Was it received for action?

- FOIA requests
- Permit applications
- Controlled correspondence
- Public comments received in response to Federal Register notices on proposed rulemakings

13. What is a Record? Documents EPA Activities and Supports Financial Obligations or Legal Claims

Does it document EPA activities and actions?

- Calendars that document meetings
- Meeting materials and minutes
- Recorded video conferences
- Project reports
- Audit reports

Does it support financial obligations or legal claims?

- Grant payouts or proof of expenditures
- Approval for contract invoices
- Operations and maintenance expenditures
- Time and attendance and leave records
- Litigation files

14. What is a Record? Communicates EPA Requirements or Guidance

Does it communicate EPA requirements or guidance?

- Guidance documents
- Policies
- Procedures

Note: Such documents are saved as a record by the creating office, users and all other copies are convenience copies.

15. What is a Record?

Exists in any format (paper or electronic) and in any media such as:

- spreadsheets
- textual documents
- databases
- photographs and maps
- text messages
- instant messages
- voicemail messages
- information on mobile devices
- documented verbal communications
- messages created in social media tools or applications
- email messages

Note: Verbal communications, voicemail or meetings, if they are records, must be documented by notes, or transcriptions, and the documentation managed as any other record according to the appropriate records schedule.

16. What is a Record?

Controlled Unclassified Information (CUI) such as Personally Identifiable Information (PII) and Proprietary Business Information (PBI) (formerly called Confidential Business Information (CBI))

Certain types of records are sensitive and require special handling Sensitive records include those categorized as Controlled Unclassified Information (CUI) some of which are covered under the Privacy Act such as Personally Identifiable Information (PII). CUI is unclassified information that meets standards for safeguarding and dissemination controls pursuant to law, regulations, and government wide policies under 32 CFR Part 2002. CUI records management practices may require you to:

- Avoid unauthorized access to sensitive records both inside the EPA and with the public.
- Maintain sensitive records securely by protecting their integrity and confidentiality while ensuring their availability to those who need access to them.
- Identify and protect records that should not be disclosed because they include Controlled Unclassified Information (CUI) such as Personally Identifiable Information (PII), or Proprietary Business Information (PBI).

For more information on protected CUI categories, please visit: https://www.archives.gov/cui/registry/category-list list or contact the Office of Enterprise Information Programs (OEIP)

17. What is a Record?

PII, a subset of CUI, is any information about an individual that is maintained by an agency, which can be used to distinguish, trace or identify an individual's identity, including personal Information, which Is linked or linkable to an Individual. Examples of PII Include name, home address, personal telephone number, date of birth, mother's maiden name, and many other types of Information that can Identify an Individual.

EPA has three categories of Sensitive PII (SPII):

1. Social Security Numbers
2. Medical Information
3. Financial Information

If compromised these categories of Information present the highest risk of harm to individuals. Records that contain PII or SPII must be appropriately managed, safeguarded, and when appropriate, destroyed in accordance with the EPA CUI and PII procedures.

The loss or unintended disclosure of CUI must immediately be reported to the EPA Call Center at 1 866 411 4372, Option 1.

For more information on PII, please visit:
https://usepa.sharepoint.com/sites/oei_Community/OISP/Privacy

18. Non-Records

Not everything is a record. "Non-records" are information resources that do not provide evidence of your activities or decisions. Non-records may not be required to be retained according to EPA records schedules; however, they could be subject to other retention requirements related to litigation holds or FOIA requests.

Non-Records may Include:

- Extra copies of technical publications
- Copies of articles from professional journals
- Convenience copies of directives
- All hands emails you receive Informing you of activities

19. Personal Papers

Personal Papers:

- Are NOT records

Examples of Personal Papers include:

- Materials brought into the workplace by employees from previous jobs or from home, such as sports schedules and league activities
- Information from personal involvement in non-Agency sponsored professional associations and conferences
- Any other Information related solely to an Individual's private affairs, including personal, non-work emails exchanged between EPA employees
- Personal planners and calendars MIGHT be considered records if they are used to document substantive Agency activities or actions.

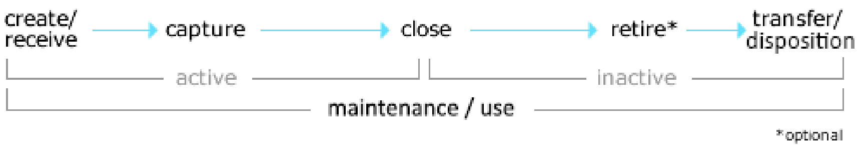
FAQ page on Personal Papers: http://intranet.epa.gov/records/faqs/personal.html

20. What is the life-cycle of a Record?

The records life-cycle illustrates typical phases for active and inactive records and their final disposition. The records life-cycle begins with the knowledge that you must document an activity or decision. There are three phases of a record’s life-cycle:

- Create – Ensure the accuracy and integrity of documentation created and transmitted within the Agency and among agencies.
- Maintenance and Use – Any action involving the storage, retrieval, and handling of records kept in offices by, or for, a federal agency.
- Disposition – Actions taken regarding records no longer needed for current government business.

For more information, please visit the NRMP's intranet site at https://usepa.sharepoint.com/sites/oei/ermd/nrmp



21. What is a Records Schedule and File Plan?

A Records Schedule:

- Provides mandatory instructions on how long to keep records and what to do wth them after they are no longer needed for current government business
- Identifies which programs and locations can use each schedule
- Is developed by the NRMP in conjunction wth a Program or Regions Records Liaison Officer (RLO) and stakeholders for all records created or received by the agency.
- Receives review and concurrence from the Office of General Counsel (OGQ and Office of the Inspector General (OIG) before being submitted to NARA for approval
- Includes a disposition number assigned by NARA (disposition authority)
- Provides descriptive guidance on how to apply the schedule

A File Plan:

- Is a complete listing of all types of information created, received and/or maintained by staff and contractors
- Can be developed at a high level, such as the Program or Regional level down to an individual staff level
- Contains the appropriate records schedules and disposition items
- Is a handy reference for staff and should also include the locations and custodians of all of your offices records

If you have any questions regarding your specific records please consult wth your RLO or https://usepa.sharepoint.com/sites/oei/ermd/nrmp/SitePages/rlo-contacts.aspx

22. Are Electronic Messages Records?

The law states, “The term ‘electronic messages’ means electronic mail and other electronic messaging systems that are used for purposes of communicating between individuals.”

Electronic messages can include:

- text messages
- email message
- chat/instant messages
- messages created in social media tools or applications
- voice messages
- messages created using any other type of electronic messaging system or account

Electronic messages created or received in the course of business that document Agency activities, actions or decisions are federal records. Like all federal records, these electronic messages must be managed as records, maintained and dispositioned based on appropriate records schedules.

Please see NARA Bulletin 2015-02: Guidance on Managing Electronic Messages for more information on this topic at https://www.archives.gov/records-mgmt/bulletins/2015/2015-02.html

23. Managing Records with Collaborative Tools

Teams is a Microsoft Office 365 tool that allows you to meet, video chat, share your screen, and instant message in real time. You can also use Teams to share documents and collaborate with others.

Stream is a Microsoft Office 365 app service that allows you to upload, organize, and share video content Agency-wide. Stream allows you to record your meetings in Teams, create screen recordings, and do minor video editing.

Microsoft Office 365 tools and applications are NOT recordkeeping systems.

When using Microsoft Office 365 tools and applications, it is your responsibility to:

- save all records created, received, or used in collaborative tools into ECMS
- save video meeting recordings, that meet the definition of a record, into ECMS within 30 days from the date of the recording
- locate and retrieve information responsive to an information request (e.g., FOIA, congressional, or discovery request)

For instructions on how to save records from Microsoft Teams/Stream into ECMS, please visit: https://usepa.sharepoint.com/sites/oei/ermd/ECMS/SitePages/MS-Teams-Saving-Records.aspx

24. Devices and Electronic Records

- EPA also recognizes that some Agency staff performing time-sensitive work or in an emergency or environmental notification situation, may create substantive records in the form of text messages or may have to send a message using a personal email account or personal mobile device.
- For staff who have been issued Agency mobile or portable devices, note that EPA discourages the use of text messaging to send or receive substantive (or non-transitory) federal records - even from an EPA-issued device.

25. Guidance on the Use of Non-Governmental Accounts

- EPA policy states that official EPA business should be done on official EPA information systems (epa.gov email or an Agency-approved system). The Federal Records Act, as amended, explicit y prohibits the creation of or sending of a federal record using a non-governmental electronic messaging system (e.g., personal email account or personal mobile device).
- In exceptional circumstances, employees who create or receive Federal records in a personal account must forward a complete copy of the email or text message, including all corresponding attachments, to their EPA email account no later than 20 days after the original creation or transmission of the record.
- Please note, if 20 days has passed - employees are still required to forward any past emails to their EPA email address.

Note: Once records have been transferred to an Agency approved system, they should be removed from the non-EPA messaging system unless there is a specific obligation to maintain the files, such as litigation hold.

26. How to Manage Electronic Records: Texts and Non-Governmental Accounts and Devices

- How to save text messages from an Agency issued device
- Remember: It is essential that EPA records are maintained in EPA systems so that the Information can be located in a timely manner. This ensures that the information is searchable and responsive to litigation, FOIA requests, and Congressional inquiries.
- All messages that are responsive to a FOIA, Litigation, or Congressional Inquiry must be forwarded to your EPA account.
- For more information on Mobile Devices & Text Messages, visit the FAQ on Mobile and Portable Devices, and Records: https://usepa.sharepoint.com/sites/oei/ermd/nrmp/SitePages/faqs/mobile.aspx

27. How to Manage Web Records and Social Media

- The office originating the Web content is responsible for designating a records custodian to capture the record copy into an approved recordkeeping system. However, if your office is posting and maintaining Web content already captured in an approved recordkeeping system, then your Web documents can be considered convenience copies and be dispositioned as non-records. When more than one office is involved with the creation, posting and maintenance of Web content, they must work together to establish procedures for capturing and maintaining the records.
- Web content records are covered by the applicable records schedules for the functions they support. The disposition instructions for website administration records can be found in schedule 0095. Website content in a ”public forum” format is covered by schedule 0094.
- Special attention must be given to capturing Web content with potential legal impacts (e.g., regulatory, enforcement) and those concerning historically significant events (e.g., World Trade Center, Hurricane Katrina). Offices offering guidance to the regulated community must retain a complete record of what the guidance was, how long it was posted and URLs referenced by hyperlinks.

28. How to Manage Web Records and Social Media

When posting and maintaining web content:

- Records that are posted on the web must also be stored in an approved recordkeeping system.
- The website’s administrative record must also be maintained in an approved recordkeeping system.
- Important: Web content that provides guidance to the regulated community with potential legal impacts (e.g., regulatory and enforcement) and those concerning significant events, must retain a complete record of the guidance and the length of time the information was available on the website and the URLs referenced by hyperlinks.

Note: Offices can designate a records custodian to complete these tasks.

29. How Do You Manage Email Records Using Capstone

Capstone Officials
Non-Capstone Employees

What is Capstone?

Capstone is a new approach to email records management based on role rather than content. Under Capstone, roles are broken down into two categories: Capstone Officials who comprise NARA and EPA-designated senior official positions, and non-Capstone employees.

Capstone benefits the entire Agency because it:

- Reduces the burden of managing email records
- Helps ensure the preservation of important email records
- Provides employees with easy, individual access to their preserved email records in Outlook (both the active and archive folder).

30. Capstone Officials

Capstone Officials are EPA's most senior employees responsible for Agency and program policy. They are identified based on Senior Leader Directories, organizational charts, and program, regional, and NARA input. EPA's designation of Capstone Officials must be approved by NARA.

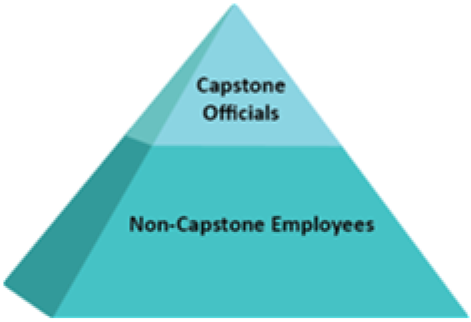
Capstone Officials are those employees at the highest senior levels of the agency and include, but not limited to the Administrator, Deputy Administrator (DA), Assistant Administrators (AAs), Deputy Assistant Administrators (DAAs), Regional Administrators (RAs), Deputy Regional Administrators (DRAs), General Counsel, Inspector General, Chief Financial Officer and other similar positions. For more information, see the list of Capstone Officials on the Records Intranet Website. Employees who are Capstone Officials are notified. All other personnel are referred to as non-Capstone employees.

Capstone Officials:

- Have 90 days to cull non-records and transitory records such as Mass Mailers before they're saved automatically and kept as permanent records. Capstone officials should use caution when culling non-records and personal records during this 90 day period to ensure all permanent records are retained.
- If subject to legal hold, records deleted by the user during the culling period will not be permanently deleted until the hold is lifted
- Email is retained as Permanent with transfer to NARA after 15 years.
- Must save email records in ECMS during those periods of time in which they were not serving in a Capstone Official role for 60 days or more.

31. Non-Capstone Employees

Non-Capstone Employees



- Have 90 days to cull non-records before they're saved automatically
- If subject to legal hold, records deleted by the user during the culling period will not be permanently deleted until the hold is lifted
- Emails are retained 10 years then deleted

Important

- If you are a non-Capstone employee with emails that must be retained for longer than 10 years according to EPA records schedules, you must save them into a recordkeeping system (e.g., ECMS using the EZ Email tool).

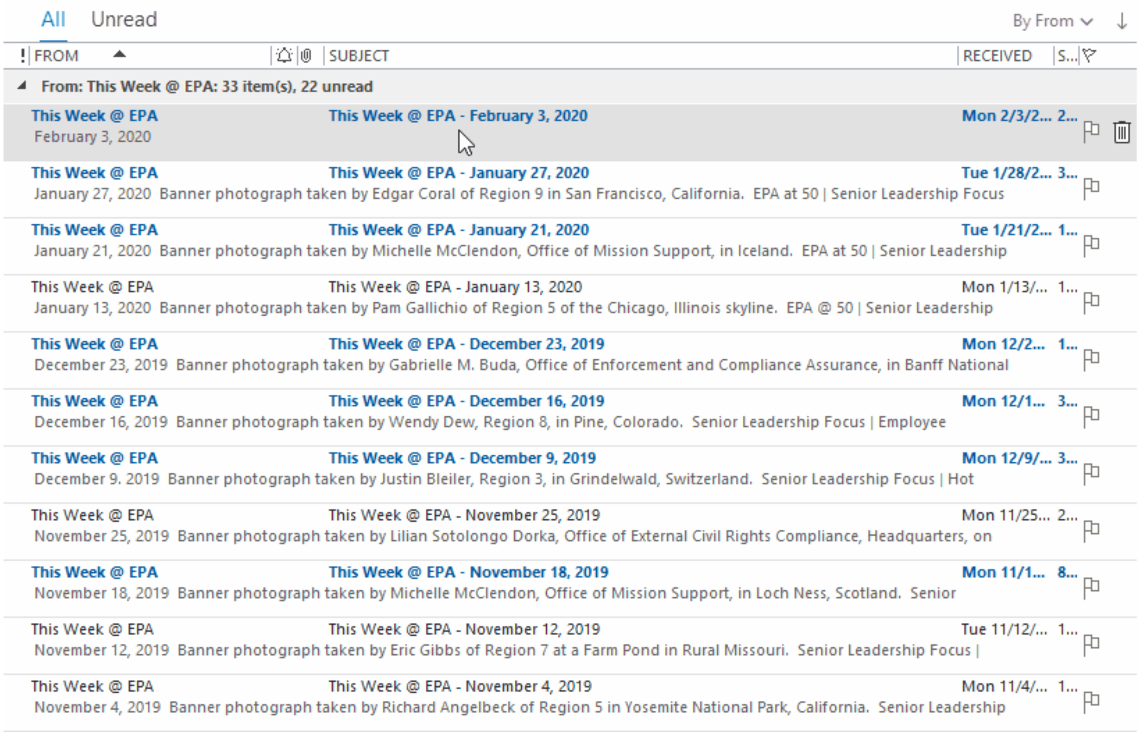
32. EZ Email Records

The EZ Email Records application should be used by non-Capstone employees to save email records that have retention schedules longer than 10 years. Examples of records that must be kept longer than 10 years are: Superfund site-specific records, Waste water construction and state revolving fund grants records, final rulemaking for regulatory development records, and the RCRA Biennial report records.

Saving email that is a record:

- EZ Email Records is a tool that enables you to save your emails into the Agency's enterprise recordkeeping repository, known as the Enterprise Content Management System (ECMS). The EZ Email Records tool is integrated directly into your EPA email application: Outlook for current email, and Lotus Notes for legacy email. EZ Email Records simplifies saving email records with a one-step process.
- EZ Email Records facilitates email records management, and the use of an enterprise recordkeeping repository reduces the need to print and store paper records, thereby reducing storage costs.
- Records Schedules with retention greater than 10-years old

33. EZ Email Records



From: This Week @ EPA: 33 item(s), 22 unread

FROM	SUBJECT	RECEIVED	S...
This Week @ EPA February 3, 2020	**This Week @ EPA - February 3, 2020**	**Mon 2/3/2...**	**2...**
This Week @ EPA January 27, 2020 Banner photograph taken by Edgar Coral of Region 9 in San Francisco, California. EPA at 50 | Senior Leadership Focus	**This Week @ EPA - January 27, 2020**	**Tue 1/28/2...**	**3...**
This Week @ EPA January 21, 2020 Banner photograph taken by Michelle McClendon, Office of Mission Support, in Iceland. EPA at 50 | Senior Leadership	**This Week @ EPA - January 21, 2020**	**Tue 1/21/2...**	**1...**
This Week @ EPA January 13, 2020 Banner photograph taken by Pam Gallichio of Region 5 of the Chicago, Illinois skyline. EPA @ 50 | Senior Leadership	This Week @ EPA - January 13, 2020	Mon 1/13/...	1...
This Week @ EPA December 23, 2019 Banner photograph taken by Gabrielle M. Buda, Office of Enforcement and Compliance Assurance, in Banff National	**This Week @ EPA - December 23, 2019**	**Mon 12/2...**	**1...**
This Week @ EPA December 16, 2019 Banner photograph taken by Wendy Dew, Region 8, in Pine, Colorado. Senior Leadership Focus | Employee	**This Week @ EPA - December 16, 2019**	**Mon 12/1...**	**3...**
This Week @ EPA December 9. 2019 Banner photograph taken by Justin Bleiler, Region 3, in Grindelwald, Switzerland. Senior Leadership Focus | Hot	**This Week @ EPA - December 9, 2019**	**Mon 12/9/...**	**3...**
This Week @ EPA November 25, 2019 Banner photograph taken by Lilian Sotolongo Dorka, Office of External Civil Rights Compliance, Headquarters, on	This Week @ EPA - November 25, 2019	Mon 11/25...	2...
This Week @ EPA November 18, 2019 Banner photograph taken by Michelle McClendon, Office of Mission Support, in Loch Ness, Scotland. Senior	**This Week @ EPA - November 18, 2019**	**Mon 11/1...**	**8...**
This Week @ EPA November 12, 2019 Banner photograph taken by Eric Gibbs of Region 7 at a Farm Pond in Rural Missouri. Senior Leadership Focus |	This Week @ EPA - November 12, 2019	Tue 11/12/...	1...
This Week @ EPA November 4, 2019 Banner photograph taken by Richard Angelbeck of Region 5 in Yosemite National Park, California. Senior Leadership	This Week @ EPA - November 4, 2019	Mon 11/4/...	1...

There are two options to save an email record from Microsoft Outlook using EZ Email Records:

1. Click on the email you want to save as a record, then click “Categorize” on the Ribbon
2. Right-click on the message, then hover over the “Categorize” choice. Choose whether you want to save the record as a “Private” or “Shared” record within ECMS.

For more information about EZ Email Records, please visit: https://usepa.sharepoint.com/sites/oei/ermd/ECMS/SitePages/EZ-Email-Records.aspx

34. EZ Desktop Records

EZ Desktop Records
Drag, drop, done.

EZ Desktop Records is a simple tool that enables you to save non-email electronic records from the desktop, local storage, SharePoint, and OneDrive (e.g. your GFE computer's hard drive and network shared drive) to EPA's records repository. Simply drag-and-drop records to one of the EZ Desktop Records icon: "Shared" for most files, which can be viewed by your colleagues; "Private" for records with restricted access, which can only be viewed by you.

Note that if you want to save a record located in OneDrive or SharePoint, you must first save it to your desktop or laptop's own hard drive to use the EZ Desktop Records application.

It's as easy as 1-2-3:

1. Determine if the electronic file is a record
2. Determine if the record requires restricted access
3. Drag-and-drop the record to the appropriate EZ Desktop Records icon

For more information about EZ Desktop Records, please visit: https://usepa.sharepoint.com/sites/oei/ermd/ECMS/SitePages/EZ-Desktop-Records.aspx

35. Additional Information on Records Management

- The National Records Management Program's intranet page: https://usepa.sharepoint.com/sites/oei/ermd/nrmp
- Records Schedules: https://usepa.sharepoint.com/sites/oei/ermd/nrmp/SitePages/schedules/index.aspx
- Records Liaison Officers: https://usepa.sharepoint.com/sites/oei/ermd/nrmp/SitePages/rlo-contacts.aspx
- Enterprise Content Management System's intranet page: https://usepa.sharepoint.com/sites/oei/ermd/ECMS

As records technology evolves, please visit the NRMP website for the latest information, including updates on training and guidance. This website also includes links to RLOs contact information and all EPA records schedules. Records management procedures specific to your Program or Region may also be found on Program, Regional, and RLO websites. For technical guidance for saving electronic records visit the Enterprise Content Management System's intranet page.

36. Conclusion

The training answered the following questions:

- Where can you get help with records management?
- Why is records management important for you in your job?
- What are your records management responsibilities?
- What is a record? What are non-records and personal papers?
- What is the records life-cycle, a records schedule, and a file plan?
- Are electronic messages records?
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- How do you capture electronic records using Capstone, and the EZ Email and EZ Desktop applications?
- And where can additional information on records management be found?

37. Quiz

You will now need to complete a short quiz. You will need to answer each question correctly before continuing.

During the quiz, once you have made your answer selection click on the “check” button in the lower right hand side to submit your answer.

Continue to the next slide to start the quiz.

38. Quiz Question 1

Good records management is important because:

A. It helps you do your job

B. It lets you share information with others

C. It allows you to be transparent to the public

D. It ensures full compliance with laws and regulations

E. It reduces risks associated with litigation and potential penalties

F. All of the above

39. Quiz Question 2

All EPA employees are responsible for:

A. Completing EPA Form 3110-49 - EPA Records Management Checklist for Separating and Transferring or Separated Personnel and transferring paper and electronic records to management or a designee upon transferring to a new position within EPA or separating from the Agency;

B. Filing records for safe storage and efficient retrieval;

C. Creating records documenting their activities and decisions; or

D. All of the above

40. Quiz Question 3

Choose the option that creates a true statement.

CUI is the acronym for:

A. Classified User Information
B. Certified Unclassified Information
C. Controlled Unclassified Information

41. Quiz Question 4

Which of the following can be records that must be maintained?

A. databases
B. photographs and maps
C. instant messages
D. text messages
E. extra copies of publications
F. documented verbal communications
G. all of the above
H. a, b, c, d and f; or
I. a, b, c and f

42. Quiz Question 5

Who is responsible for capturing the record copy of information posted on a Web page?

A. The Agency Records Officer

B. The Office of the Administrator

C. The Records Liaison Officer

D. The office originating the web content is responsible for capturing the record copy and saving it in an app roved recordkeeping system

43. Quiz Question 6

I'm not a Capstone official. I must do the following with my email:

A. Nothing, Capstone will manage it

B. Save email with a retention longer than 10 years in ECMS

C. Delete non-records

D. Delete no emails

E. b and c

44. Quiz Question 7

It's always OK to use my personal email account or mobile device to conduct agency business:

A. True

B. False

45. Quiz Question 8

The EZ Email Records tool enables you to save emails as records with a simple, one-step process, and it is integrated directly into Outlook.

A. True

B. False

46. Quiz Question 9

What should I do with an email that is not a record?

A. Save it in EZ Email Records

B. Delete it

C. Check whether the email is subject to a litigation hold, FOIA request, or congressional inquiry; if it is not, delete it.

47. Quiz Question 10

If my record contains sensitive information, which EZ Desktop Records option should I use?

A. Shared

B. Private

48. Record of Learning in FedTalent

Congratulations! You have completed EPA's Records Management Training and you may now view your Record of Transcript in FedTalent.
To view your transcript, follow these instructions:

- Once an employee successfully completes a training, that completion is recorded to the employee's Record of Learning. FedTalent's Record of Learning will be used as a record of successful course completion.

To access your record of learning:

- MOUSE OVER the My Learning tab, and
- CLICK the option, Record of Learning.

  To complete the training, close the course tab **only**. **DO NOT** close the browser. Doing so will result in FedTalent not recording the completion.